

2019-17161 RESOLUTION  
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## TYPE OF DOCUMENT:

Resolution No. 2019-25

Adjusting Employee Compensation and Program Funding for Fiscal Year 2019-2020

## DOCUMENT APPROVAL:

*(Check appropriate box, fill in blanks.)*

Approved by Yuma County Board of Supervisors:  
July 1, 2019, Item No. D2.



**YUMA COUNTY BOARD OF SUPERVISORS  
RESOLUTION NO. 2019-25**

**A JOINT RESOLUTION OF YUMA COUNTY, THE  
JAIL DISTRICT, FREE LIBRARY DISTRICT, FLOOD CONTROL  
DISTRICT, AND PUBLIC HEALTH DISTRICT  
ADJUSTING EMPLOYEE COMPENSATION AND PROGRAM  
FUNDING.**

**ADJUSTING EMPLOYEE COMPENSATION**

WHEREAS: Chapter III, section 302 D, of the County's Personnel Rules (PR) sets forth the Board of Supervisors' (BOS) responsibility to adopt a salary schedule listing all classifications and their pay ranges and to approve market based adjustments, and

WHEREAS: The BOS is required to determine the level of budget authority that will be provided for implementation of the compensation plan,

NOW, THEREFORE, BE IT RESOLVED that the following changes to the County's compensation plans are hereby approved:

**I. Employee Pay Plan Allocations**

**A. Regular County Step Pay Plan:**

**1. Implementation of County Pay Adjustments**

- a) The County pay scale will increase by 2.00%. The effective date is the first full pay period of the 2019-2020 fiscal year (Pay period beginning July 14, 2019 through July 27, 2019; pay changes reflected on pay date August 2, 2019).
- b) Funding of 1% is provided for "Meets" or "Exceeds" for the performance evaluation program, effective on the employee's anniversary date. (Date employee was assigned to the current position).
- c) Funding of an additional 1% is provided to employees whose annual salary is less than \$43,253 and receives a "Meets" or "Exceeds" for the performance evaluation program, effective on the employee's anniversary date. (Date employee was assigned to the current position).
- d) Funding of 1% is available for up to 10% of employees per office or department who meet "Above and Beyond" criteria. Criteria will be established by Human Resources. Effective date, the last full pay period in June 2020.
- e) New Hires will remain on an established step on the adopted pay scale.

The following criteria will determine eligibility and the percentage amount for pay adjustments for County employees:

**Eligibility**

- Elected Officials **are not eligible** for the pay adjustments.
- All full-time and part-time employees are eligible for the County pay adjustment. Temporary employees **are not eligible** for the pay adjustments.
- Employees who are at the maximum salary of their grade will remain on the established step on the adopted pay scale.

**2. Salary & Grade Adjustments**

- a) Employees in the following County Attorney Office Administration classifications were identified to receive a market and grade adjustment and address compression and inequity:
  - Administrative Assistant and Financial Specialist.
- b) Employees in the following Facilities Management classifications were identified to receive a grade adjustment and address compression and inequity:
  - Facilities Maintenance Worker II, Facilities Maintenance Worker III, Facilities Maintenance Foreman, and Facilities Maintenance Supervisor.
- c) Employees in the following Health District classifications were identified to receive a grade adjustment and address compression and inequity:
  - Vector Control Specialist, Epidemiologist, Deputy Registrar I, and Deputy Registrar II,
- d) Employees in the following County Administration classifications were identified to receive a grade adjustment:
  - Emergency Management Director and Communications Director.
- e) Effective date is the first full pay period of the 2019-2020 fiscal year (Pay period beginning July 14, 2019 through July 27, 2019; pay changes reflected on pay date August 2, 2019).

**3. Reclassifications**

- a) Funds are provided for 39 reclassifications.
- b) Effective date is the first full pay period of the 2019-2020 fiscal year (Pay period beginning July 14, 2019; pay changes reflected on pay date - August 2, 2019).

All reclassifications for all pay plans shall be in accordance with the policies and guidelines as set forth in the County Personnel Rules.

No further changes in compensation, other than listed herein, are provided for the Regular County Step Pay Plan.

***B. Historic Attorney Step Pay Plan:***

**1. Implementation of Salary Adjustment**

- a) The Historic Attorney Step Pay Plan will increase by 1.00%. The effective date is the first full pay period of the 2019-2020 fiscal year (Pay period beginning July 14, 2019 through July 27, 2019; pay changes reflected on pay date August 2, 2019).
- b) An Attorney who transitions from the Historic Attorney Step Pay Plan to the New County Pay Plan will receive a salary step adjustment if needed to assign employees to a defined step on the new pay scale, effective July 1, 2019.
- c) Funding of 1% is provided for "Meets" or "Exceeds" for the performance evaluation program effective the employee's anniversary date. (Date employee was assigned to the current position).
- d) Funding is **not** available for the "Above and Beyond" program for Historic Attorney Step Pay Plan employees.

The following criteria will determine eligibility and the percentage amount for pay adjustments for attorneys on the Historic Attorney Step Pay Plan:

**Eligibility**

- In general, the Attorney classification is "At Will" and does not serve an original or promotional probation.
- Elected Officials **are not eligible** for the pay adjustments.
- All full-time and part-time employees are eligible for the County pay scale adjustment. Temporary employees **are not eligible** for the pay adjustments.
- Attorneys who are at the maximum salary of their grade will remain on the established step on the adopted Historic Attorney Step Pay Plan.

No further changes in compensation, other than listed herein, are provided for the Historic Attorney Step Pay Plan.

**C. Selected Law Enforcement Step Pay Plan:**

Selected Law Enforcement Step Pay Plan applies to eligible employees in the following classifications: Detention Officer, Senior Detention Officer, Detention Sergeant, Emergency Communications Supervisor, Senior Emergency Communications Dispatcher, Emergency Communications Dispatcher, Deputy Sheriff, Senior Deputy Sheriff, Public Safety Sergeant, Lieutenant and Captain.

**1. Implementation of Pay Adjustment**

- a) The Selected Law Enforcement Step Pay Plan will increase by 2.00%. The effective date is the first full pay period of the 2019-2020 fiscal year (Pay period beginning July 14, 2019 through July 27, 2019; pay changes reflected on pay date August 2, 2019).
- b) Grades 186 through 346 will remain effective for the Selected Law Enforcement Step Plan.
- c) Funding of 1% is provided for "Meets" or "Exceeds" for the performance evaluation program effective the employee's anniversary date. (Date employee was assigned to the current position).
- d) Funding of an additional 1% is provided to employees whose annual salary is less than \$43,253 and receives a "Meets" or "Exceeds" for the performance evaluation program, effective the employee's anniversary date. (Date employee was assigned to the current position).
- e) Funding of 1% is available for up to 10% of employees per office or department who meet "Above and Beyond" criteria. Criteria will be established by Human Resources. Effective date, the last full pay period in June 2020.
- f) New Hires will remain on an established step on the adopted salary scale.

The following criteria will determine eligibility and the percentage amount for pay adjustments for employees on the Selected Law Enforcement Step Pay Plan:

**Eligibility**

- Elected Officials **are not eligible** for the pay scale or salary step adjustment.
- All full-time and part-time employees are eligible for the Selected Law Enforcement Step Pay Plan pay scale adjustment. Temporary employees **are not eligible** for the pay scale adjustment.

- Employees who are at the maximum salary of their grade will remain on the established step on the adopted Selected Law Enforcement salary scale.

2. **Salary Adjustments**

Employees in the following law enforcement classifications were identified to receive a salary adjustment for a comparative market adjustment.

- Deputy Sheriff classification will receive an additional 4.8% and Senior Deputy Sheriff will receive an additional 1%, effective date the first full pay period of the 2019-2020 fiscal year (Pay period beginning July 14, 2019 through July 27, 2019; pay changes reflected on pay date August 2, 2019).

3. **Pay Scale Adjustment**

- The Senior Deputy grade 278, step 8.5 hourly rate will become step 1.0 hourly rate. The Public Safety Sergeant grade 296, step 8.5 hourly rate will become step 1.0 hourly rate. The Lieutenant grade 314, step 8.50 hourly rate will become step 1.0 hourly rate. The Captain grade 332, step 8.50 hourly rate will become step 1.0 hourly rate.

D. ***Housing Pay Plan:***

1. **Implementation of New Housing Pay Scale**

- a) Establish selected grades 96 to 126; 2.0% between grades.
- b) Average is 58.05% from minimum salary to maximum salary for each grade on the proposed pay scale.
- c) The Housing pay scale will increase by 2.00%. The effective date is the first full pay period of the 2019-2020 fiscal year (Pay period beginning July 14, 2019 through July 27, 2019; pay changes reflected on pay date August 2, 2019).
- d) Funding ***is not available*** for Housing employees for the performance evaluation program (Due to insufficient federal and/or state funding).
- e) Funding ***is not available*** to Housing employees whose annual salary is less than \$43,253 and receives a "Meets" or "Exceeds" for the performance evaluation program. (Due to insufficient federal and/or state funding).
- f) Funding ***is not available*** for the "Above and Beyond" program for Housing employees (Due to insufficient federal and/or state funding).
- g) Market and Grade Study adjustments for selected housing positions were not submitted (Due to insufficient federal and/or state funding).

- h) New Hires will remain on an established step on the adopted pay scale.

The following criteria will determine eligibility and the percentage amount for pay adjustments for Housing employees:

**Eligibility**

- All full-time and part-time employees are eligible for the Housing pay plan transition. Temporary employees **are not eligible** for the pay adjustments.
- Employees who are at the maximum salary of their grade will remain on the established step on the adopted pay scale.

**E. *Judicial Pay Plan:***

**1. Reclassifications:**

- a) Funds are provided for 1 reclassification.
- b) The effective date is the first full pay period of the 2019-2020 fiscal year (Pay period beginning July 1, 2019 through July 27, 2019; pay changes reflected on pay date August 2, 2019).
- c) All reclassifications for all pay plans shall be in accordance with the policies and guidelines as set forth in the Judicial Merit Rules and County Personnel Rules and Regulations.
- d) No further changes in compensation, other than listed herein, are provided for the Judicial Pay Plan.

**2. Implementation of Salary Adjustment**

- The Judicial pay plan will receive a 2.00% pay plan adjustment. The effective date is the first full pay period of the 2019-2020 fiscal year (Pay period beginning July 14, 2019 through July 27, 2019; pay changes reflected on pay date August 2, 2019).
- Funding of 1% is provided for a "satisfactory" for the performance evaluation program, effective the employee's anniversary date. (Date employee was assigned to the current position).
- Funding of an additional 1% is provided to employees whose annual salary is less than \$43,253 and "satisfactory" for the performance evaluation program, effective the employee's anniversary date. (Date employee was assigned to the current position).
- Funding for the "Above and Beyond" program is not available for Court employees.

- New Hires will fall in between the minimum and maximum of their pay range.

The following criteria will determine eligibility and the percentage amount for salary adjustments for Court employees:

**Eligibility**

- Elected Officials **are not eligible** for the pay plan adjustment.
- All full-time and part-time employees are eligible for the Judicial pay plan adjustment. Temporary employees **are not eligible** for the pay adjustments.
- Employees who are at the maximum of their grade will remain on the established pay range on the Judicial pay plan.

**3. Salary & Grade Adjustments**

- a) Employee in the following classification for Superior Court is identified to receive a percentage increase based on the approved Yuma Court Commissioners schedule:
  - Court Commissioner Three
- b) Employees in the following classification for Juvenile Justice Center were identified to receive a percentage increase per Law 2018, Ch. 285 and Ch. 276:
  - Teachers
- c) Employees in the following classifications for Juvenile Justice Center and Adult Probation were identified to receive compression and inequity adjustments:
  - Probation Officer I, Probation Officer II, Probation Officer III, Probation Services Supervisor and Surveillance Officer
- d) Employees in the following classifications for Juvenile Justice Center and Adult Probation were identified to receive a grade adjustment and address compression and inequity:
  - Dispatcher, Community Restitution Program Supervisor and Community Restitution Specialist
- e) Employees in the following classifications for Superior Court were identified to receive a grade adjustment and address compression and inequity:
  - Court Security Officer and Court Security Supervisor
- f) Release 2 of the 3 frozen Juvenile Justice Detention Officer positions, 1 frozen position remains for the Detention Officer Classification.



No further changes in compensation, other than listed herein, are provided for the Judicial Pay Plan.

***F. Elected Officials Pay Plan:***

***1. Implementation of Salary Adjustment***  
***Elected Official pay is in conformity with all applicable state statutes.***

- Elected Officials ***are not eligible*** for the pay adjustments.

No further changes in compensation, other than listed herein, are provided for the Elected Officials Pay Plan.

***G. Vacation/Paid Time Off (PTO) Buy Back Program:***

- Annually, the BOS reviews and considers the approval of funding for the Vacation/PTO Buy Back Program in accordance to PR-418.
- The BOS did not approve funding for the Vacation/PTO Buy Back Program for FY 2019-2020.

***H. On-Call Pay:***

- In accordance to PR-307, BOS will determine the rate of pay for on-call.
- Effective July 1, 2018, the on-call pay rate is \$1.00 for classifications approved by the County Administrator per delegation from the Board of Supervisors.

No further changes in compensation, other than those listed herein, are provided for all Pay Plans.

## **II. Yuma County Employee Benefit Trust (YCEBT)**

BE IT FURTHER RESOLVED that the FY 2019-2020 Medical rates and design changes are as follows:

The employer and employee will contribute a combined 2% premium rate increase with a 1.5% employee dependent contribution shift, effective July 1, 2019 through June 30, 2020. The premium percentage paid by the County for the \$600 deductible "PPO A" plan is 90% for the employee only and 62.5% for dependent tiers; the employee dependent cost share is 37.5%. The \$1,000 deductible "PPO B" plan is 94% for the employee only and 73.8% for dependent tiers; the employee cost share is 26.2%. The County pays 100% of the premium for the employee only option of the "High Deductible Health Plan (HDHP) Health Savings Account (HSA)" and 76.5% for dependent tiers; the employee cost share is 23.5%. No plan or design changes.

The employer contributes \$50.02 monthly to the employee's HSA. The \$20.00 wellness incentive will continue for employees who receive annual preventive screening, complete the health risk assessment via Blue Cross Blue Shield and complete a biometric screening.

## **III. Budgetary Consideration to Compensation Changes**

BE IT FURTHER RESOLVED that no compensation changes shall be granted which would have the effect of increasing the FY 2020-2021 base cost for compensation above the amount adopted for any of the pay plans, and further clarified as follows:

- a. The requirements of this resolution are that the salary base for FY2020-2021 will not exceed the base for FY2019-2020 plus the budgeted FY 2020-2021 increase for any of the pay plans.
- b. The baseline for FY 2019-2020 may be exceeded to the extent that the Yuma County Personnel Rules allow the County:
  1. To hire new employees (to include lateral transfers, promotions, voluntary grade adjustments and demotions), subject to availability of existing budget funding up to the midpoint of the salary range with County Administrator's approval.

If budget authority is not available for anything above Step 1.0, County Administrator approval is required. Justification above Step 1.0 does not require County Administrator approval, if budget authority is available for the vacant position. However, justification above step 1.0 in accordance with County Personnel Rule Chapter II, PR – 205 (D) 8, will require Human Resources approval.

If the salary that is offered to the new employee does not exceed the midpoint, but does exceed the position of the employee formerly holding the

position, the baseline amount can be exceeded with the County Administrator's approval:

1. To comply with the County Personnel Rule Chapter III, Section G.
  2. To comply with the County Personnel Rule Chapter II, PR-211, regarding retention adjustments to be made to increase an employee's salary up to 10% in order to retain employees who possess knowledge and skills that would be difficult to replace in Yuma County.
  3. To comply with state or federal mandates.
  4. To administer BOS adopted compensation adjustments as listed above.
  5. To accommodate the annualized salaries of new positions added during the fiscal year specifically by the BOS.
- c. Considering the availability of budgeted funding, sustainability of any additional expense in FY 2019-2020, and the adequacy of spendable resources, the following budget administration and position control actions require approval from the BOS:
1. Supplemental increases to the adopted budget appropriations.
  2. Decreases to adopted budget appropriations.
  3. Contingency and Reserve Accounts - transfers to and from, increases or decreases.
  4. Transfer of non-General Fund positions to the General Fund.
  5. Combining part-time positions to create a full-time position.
  6. Loss of funding for a position, split funding the percentage to the General Fund.
  7. Transfer of a grant/fee based position to the General Fund.

The following position control actions require approval from the department director or agency head and the County Administrator:

1. Transfer of grant positions from one grant-funding source to another grant-funding source administered by the same agency.
2. Transfer of .50 FTE grant funded position to a non-grant special revenue funded position (maximum per department, per fiscal year).
3. Transfer of non-grant special revenue funded positions to another non-grant special revenue funding source.
4. Transfer of non-grant funded positions to funding by grants.
5. Transfer of general fund position under the same agency head.

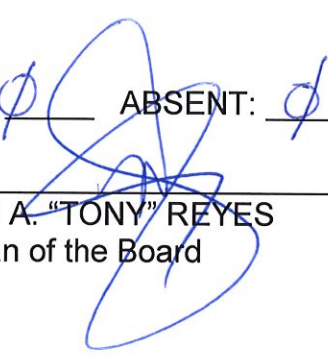
AND, IT IS RESOLVED FURTHER that in the event of any conflict or inconsistency between the provisions of this resolution and any other adopted resolution still in effect, the provisions of this resolution shall govern and control.

NOW, THEREFORE, BE IT RESOLVED, THE YUMA COUNTY BOARD OF SUPERVISORS, AND THE BOARDS OF DIRECTORS OF ALL SPECIAL TAXING DISTRICTS HEREBY ADOPT THIS JOINT RESOLUTION NO. 2019-25 ADJUSTING EMPLOYEE COMPENSATION; FUNDING A LOAN REPAYMENT ASSISTANCE PROGRAM; AND FUNDING A TUITION REIMBURSEMENT PROGRAM.

Adopted this 1<sup>st</sup> day of July, 2019.

VOTE RECORD:

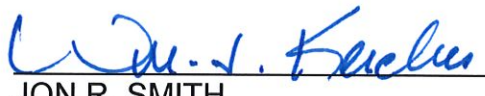
AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

  
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MARCO A. "TONY" REYES  
Chairman of the Board

ATTEST:

  
\_\_\_\_\_  
SUSAN K. THORPE  
County Administrator/Clerk of the Board

APPROVED AS TO FORM:

  
\_\_\_\_\_  
JON R. SMITH  
County Attorney